

Print Request Form

Revised 6/2023

Questions? Call (719) 358-4440

Email: printshop@ffc8.org



Date: _____

Building: _____

Requestor: _____

Phone: _____

Please Return By: _____
 (Please do not use ASAP- Use a date)

Authorized By: _____

Please allow a 3 day turnaround once we receive your request.
 (Comb Binding- 2 weeks, Tape Binding- 1 week)

Specifications for Printing

Title/Topic : _____

No. of copies: _____ No. of Pages/originals: >>>> 1-sided originals Qty _____ 2-sided originals Qty _____

Black Ink Copies **WHITE ORIGINALS ONLY**

Color Copies

Paper Type & Color _____


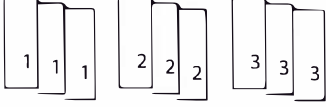
Single Sided Double Sided

Covers _____

Paper Color for Cover _____

Single Sided Double Sided

Finishing Instructions

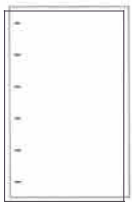

Collate (Sets- 1,2,3,4)  Uncollated (Stacks-(111,222,333)) 

Folding (Check One)

Tri-Fold 1/2 Fold Z Fold



Binding (Check One)


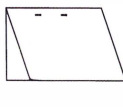
Comb Binding Thermal Tape

Stapled (Check One)

(No Charge)

Top Left  Side 

Side Landscaped  Saddle 

To Be Padded *Allow 2 weeks

of pads: _____

of sheets per pad: _____

Total # of sheets: _____

Comb Binding
* Allow 2 weeks
40 cents per book

Tape Binding
* Allow 1 week
50 cents per book

Special Instructions

POSTERS (Check One)

- 12x18 Gloss Paper
- 24" Color
- 36" Color

Black and White copies	Colored Ink Copies
Paper, 20lb 8.5 x 11, 1-sided - .01	Paper, 20lb 8.5 x 11, 1-sided - .044
Paper, 20lb 8.5 x 11, 2-sided - .017	Paper, 20lb 8.5 x 11, 2-sided - .084
Paper, Card Stock, 8.5 x 11, 1 sided - .03	Paper, Card Stock, 8.5 x 11, 1 sided - .062
Paper, Card Stock, 8.5 x 11, 2 sided - .036	Paper, Card Stock, 8.5 x 11, 2-sided - .10
Paper, 20lb 8.5 x 14, 1 sided - .014	Paper, 20lb 8.5 x 14, 1 sided - .047
Paper, 20lb 8.5 x 14, 2 sided - .021	Paper, 20lb 8.5 x 14, 2 sided - .087
Paper, 11 x 17, 1 sided .026	Paper, 20lb 11 x 17, 1 sided - .059
Paper, 11 x 17, 2 sided .033	Paper, 20lb 11 x 17, 2 sided - .09
Poster 12 x 18, black .11	Poster 12 x 18, color - .15
Poster/Banner 24" - \$3.00	
Poster/Banner 36" - \$4.00	
NCR- 2,3,4 Part - .038	
	Comb Binding .40 per book
	Tape Binding .50 per book

Please Note:

- * All printing will be done on 20 lb white bond unless otherwise indicated.
- * Do not use staples, tape or glue on originals - paper clips only.
- * Your copy quality can only be as good as the original.
- * Originals must be counted and approved by building admin/secretary.
- * Emailed requests **MUST INCLUDE CC** to building admin/secretary.

Job # _____ Int. _____ Total \$ _____